

Memorandum

TO: Krista Power, City Clerk

FROM: Kelvin Jankowski
Supervisor –Capital Facilities Construction

DATE: August 21, 2023

SUBJECT: Report 232-2023 Professional Services Award – Legal Services Office
Relocation
City Council – 28/08/2023

This purpose of this memorandum provides some additional clarity in regard to questions asked during the award of Report 232-2023, Legal Services Office Relocation. This memorandum aligns with the presentation of the Committee of the Whole minutes from August 14, 2023 and is provided for information only.

- The Revenue Department will be moving to the 5th Floor of the Whalen Building - Units 501 & 503 at the Whalen are set to be combined to form the new Revenue space. Unit 501 was vacated on November 30, 2021. Unit 503 was vacated in March of 2021. There was a clerical error in R145/2022 (City Manager) which misstated that the department was moving to the 7th floor.
- Rent for the Revenue Division at the Whalen Building is projected at \$106,640.52. The \$29,000 operating impact referenced in R145/2022 (City Manager) represented the incremental facility/rent costs on the tax-supported budget as a result of the move.
- The market rental rate for space in the Whalen Building is a range of \$19 - \$24 psf. Rental rates throughout the building are variable (calculations being based on many factors including location, condition (renovated or not) etc. and length of term). The rental rate set for Revenue for the 5th floor space is \$22.78 psf.

cc: Patty Robinet, City Solicitor
Kerri Marshall, General Manager – Infrastructure, Development & Operations
Karen Lewis, General Manager – Corporate Services
Andrea Morrison, Acting City Treasurer